

## Calendar Events Report

The CM/ECF **Calendar Events** report option offers extensive criteria selections.

- Full docket text display of originating event
- Selection of activity by specific dictionary **events**
- Schedule selection by judge
- Option to display settings for morning, afternoon or both

The feature of reporting by event type gives the report its name. With these options courts can easily customize information for routine or unique reporting needs.

**STEP 1** The **Calendar Events** report is accessible from the **REPORTS MENU**. (See Figure 1)



**Figure 1**

**STEP 2** The **CALENDAR EVENTS SELECTION** screen appears below.  
(See Figure 2.)

**Calendar Events**

Case number

Judge   
Dickinson, Henry H.

Office   
Louisville (3)

Calendar events   
341 Meeting  
Confirmation Hearing

Set  to

☐ AM only  
☐ PM only  
☒ Both

Time  ☐ AM ☐ PM

Sort by

**Figure 2**

- ◆ Criteria selections can be made by case number, judge, divisional office, chapter, date, time, and by specific schedule event types in the court's dictionary . The combination of these various elements make this report a very robust reporting tool.
- ◆ More than one selection can be made within each of the judge, office, chapter and calendar events pick lists by depressing and holding the **[Ctrl]** key while clicking on each selection with your mouse.
- ◆ Reports can be sorted by Time or by Office and Time from a **Sort By** selection box.

- ◆ One application of this report is a daily §341 Meeting of Creditors Calendar. An example is shown below. (See Figure 3.)

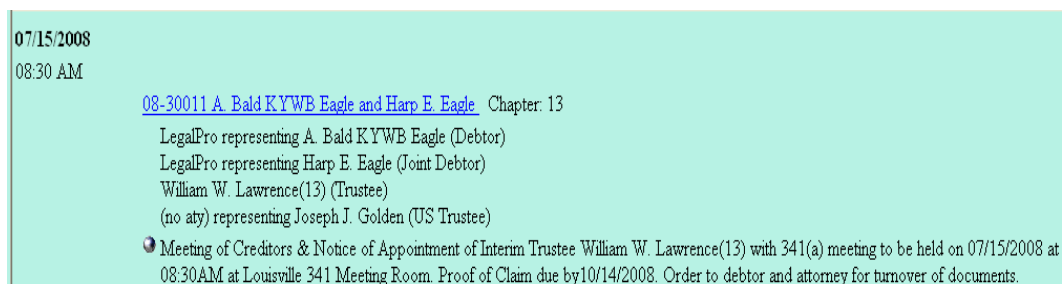


Figure 3

- STEP 3** Clicking on the silver bullet to the left of the docket text displays the **RELATED PROCEEDINGS** report. (See Figure 4.)



Figure 4

- ◆ Any events that have been linked to this entry will be listed on this **Related Proceedings** report. This is helpful if court staff were looking for objections, amended documents or supporting briefs associated with a hearing or meeting. In the case of the §341 Meeting, any continuances and motions related to that issue would appear.